

2250 Collis Avenue  
Bowling Green, KY 42101  
**September 28, 2006**

Mr. Frank Westerman  
Fire Chief  
Bowling Green Fire Department  
680 Temple Avenue  
Bowling Green, KY 42101

Dear Mr. Westerman ●●

I was delighted to see your advertisement for fire fighter trainees in yesterday's *Daily News* because it has been my lifelong ambition to become a firefighter. **I am enclosing my resume in application for this position.**

As my resume indicates, my activities and course work in high school have centered on health, physical fitness and sports. I have maintained excellent physical condition, which your advertisement indicates is a must for prospective firefighters. I have also had advanced training in first aid and **CPR.**

I would appreciate an opportunity to meet with you, at your convenience, to discuss the position. My telephone number is (270) 555-2834 and I am available after 3:30 pm daily. I am eager to pursue a career in fire prevention and protection.

Thank you for your consideration. I look forward to talking to you.

Sincerely,

*Robert Goldstein*

Robert Goldstein

Enclosure: resume